



2016 Du Quoin State Fair
AUGUST 26 – SEPTEMBER 5, 2016
RATES FOR CONCESSIONAIRE/EXHIBITS

Minimum space size is 10 front footage. Depth maximum to be determined by Department of AG. **Footage must include awnings, tie-ons, overhangs, trailer hitch, prep area, and anything extending from unit.**

Footage is calculated as follows: One working side-front footage, Two or more working sides-front footage plus serving footage of one side. Only outside space available.

PER FRONT FOOT (See Map)

Direct Sales (over counter)

Zone A \$95.00

Zone B \$85.00

Zone C \$75.00

Exhibits (not selling) \$75.00

Expo Hall 10' X 10' \$600.00

ALL FEES MUST BE PAID IN FULL BY JULY 1, 2016

INSURANCE

Public liability insurance is required on **ALL** Concessionaires. Public liability insuring Concessionaires in the minimum amount of \$250,000 per person, \$500,000 per occurrence and \$50,000 property damage against claims arising out of or in connection with the concessions which are subject of the Agreement.

Concessionaire shall supply said public liability insurance policy in form of a Certificate of Insurance or other form satisfactory to the Department. In addition, Concessionaire should have Worker's Compensation Insurance in the amount required by law.

ELECTRICAL RATES

30 AMPS \$150.00

60 AMPS \$300.00

100 AMPS \$450.00

EXPO HALL \$75.00

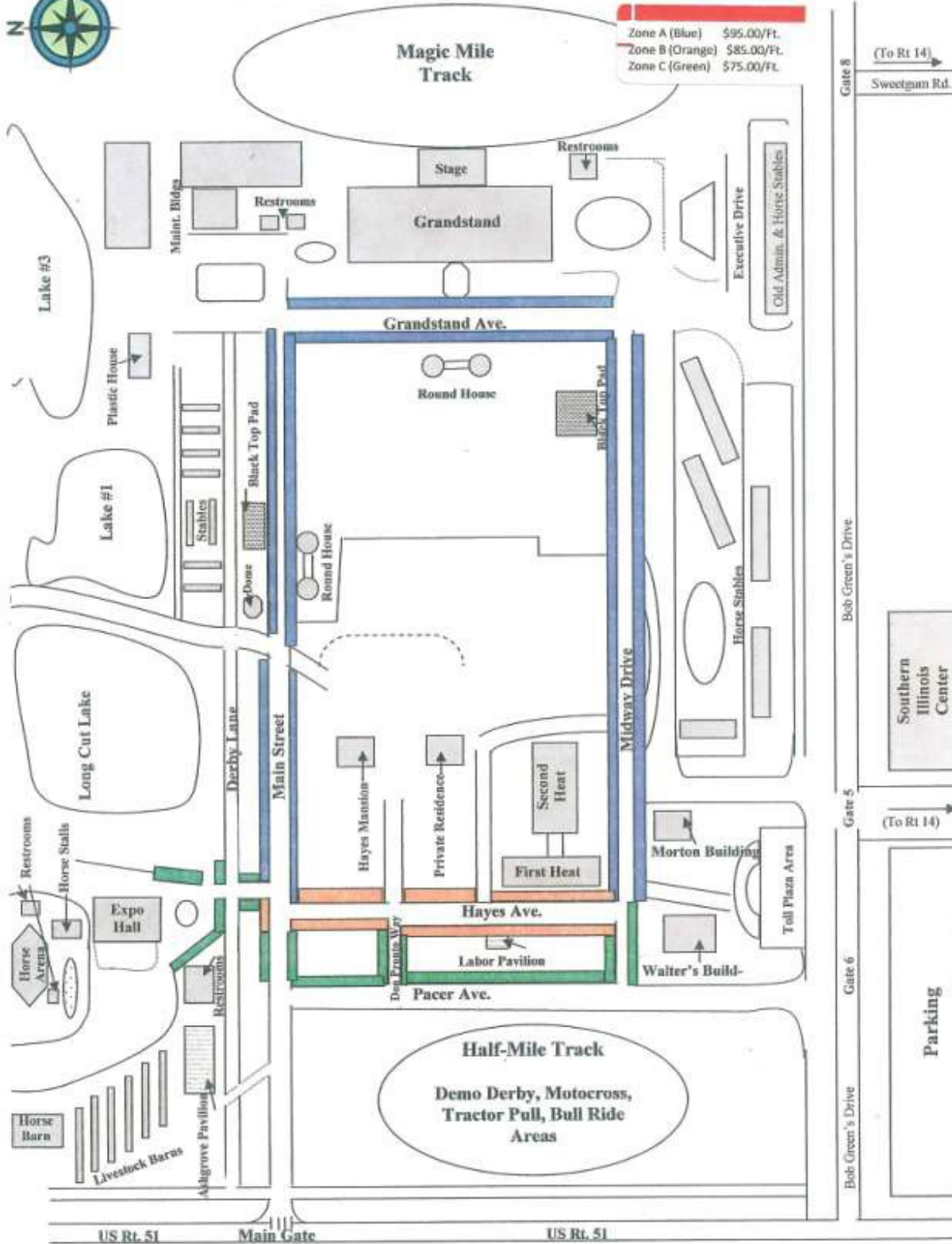
THE FOLLOWING POINTS ARE IMPERATIVE FOR YOUR PARTICIPATION IN THE DUQUOIN STATE FAIR

- TRAILERS MUST HAVE PROFESSIONAL VINYL SKIRTING
- LP GAS TANKS AND SOFT DRINK CANISTERS MUST HAVE HOSES LONG ENOUGH SO THAT THE CANISTERS CAN BE STORED IN THE BACK OF STAND
 - ALL SIGNS MUST BE ATTRACTIVE AND PROFESSIONALLY PAINTED
- STANDS AND TENTS MUST MEET THE APPROVAL OF SPACE RENTAL
 - ALL CONCESSIONS MUST BE STAFFED
- PICTURES OF STAND MUST ACCOMPANY APPLICATION

PROPOSED SPACE RENTAL ZONING



Zone A (Blue)	\$95.00/Ft.
Zone B (Orange)	\$85.00/Ft.
Zone C (Green)	\$75.00/Ft.





General Information

Applications:

Please fill out and return the enclosed application as early as possible, along with your insurance. Payment will be made at a later date. Entering large numbers of contracts close to the fair becomes challenging for the staff. Additionally, signed contracts must be in and signed, mailed to Springfield, and return to Du Quoin prior to the start of the fair.

Contracts:

Contracts are separate from the attached application. Vendors fill out the applications first. Once the Space Rental office receives the application, it is entered into the database that generates the contract. The amount on the contract will reflect payment due. The contract must be returned back to our office.

Renewal and New Applicants:

Past concessionaires and exhibitors are given the first opportunity to renew, given satisfactory performance in the past, or a long term vendor of the space was out sick in 2015.

Americans with Disabilities:

By signing the concession/exhibitor/sponsor contract your signature signifies that you agree that it is your responsibility to assure the Du Quoin State Fair Management that your activity during the fair complies with the Americans with Disability Act. You may not pass on any expenses incurred to meet the requirement with this Act. Any questions you may have concerning the Act can be answered by going online to the ADA website.

Arrival at the Fairgrounds:

Vendors **MUST** report to the Space Rental office upon arrival. Do not pull your equipment onto the grass until your movement is guided by a Fairgrounds' staff member. When you arrive, go to the Space Rental office in the Grandstand to pick up your vendor packet. The office will have staff to guide you into your space and will call the electrician once you are in place.

Post Space Contract Number:

Inside your packet is a bright colored space rental card. This card must be posted in a visible location for the duration of the fair. State Auditors are on the grounds throughout the fair to insure compliance.

Hours of Operation:

Concessionaires and exhibitors must be open for business during the entire fair. Times will be determined before the 2016 fair.

Vendor Equipment, Space Appearance, and Pictures:

The Du Quoin Fair has not received pictures of equipment from our long-time vendors. Pictures are REQUIRED for 2016. There will be no exceptions. Please write the name of your company on the back of each picture. Trailers and tables must be skirted, clean, attractive, and professional. Vendors with tables as their sign-in or work space MUST also be skirted. Supplies and trash under non-skirted tables are NOT acceptable.

LP Tanks and Drink Canisters:

They must have hoses long enough so that the canisters can be stored in the back of the stand.

Five (5) Foot Rule:

All trailers, tables, display extensions, display bins, racks, or boxes must be at least 5 feet from the curb. Please bring a ruler to assure the 5 foot rule is met. Fairgrounds' staff will require you to dismantle and move back to the 5 feet at any time that the vendor is not compliant. Not compliant vendors will void their contract and may be asked to leave the premises.

Equipment Measurement, Space Needed:

Measure your equipment and space needed accurately. Trailer measurement MUST include tongue length if it uses front footage. Tents must include the footage needed for tie downs for both sides. In accurate measurement have taken space away from other paid vendors and is not acceptable.

Stakes:

NEVER hammer a stake into the ground until an electrician has been to your space and approved the location. High voltage lines, gas lines, and water are throughout the Fairgrounds. Damage to these lines is the least of the problem; YOUR safety is what is important.

Electrical Service:

Electrical work orders will not be issued until the concessionaire has picked up the space rental packet, with their rental card. Space rental will call the electrician. Vendors must be present for hook up. Electric hook up MUST be done before 5:00 PM before the electrician leaves the grounds for the evening.

Electrical Materials:

Vendors must provide their own electrical materials to reach the electrical sources. The Fair Electrician will not splice or retrofit vendors' electrical materials. Exhibitors may NOT connect or disconnect themselves. A four-wire supply cord is required on voltages of 220 or above. A three-phase supply cord is required on 110 volts. Increase in amperage, after the fair, is priced at regular cost plus an additional \$100 fee.

Insurance Requirements:

Vendor's insurance should state "Additional insured party is the Illinois Department of Agriculture, its Directors, officers, and employees." Please assure that your insurance agent that in the "Description of Operations" section. Vendors need public liability insurance insuring Concessionaire/Exhibitor in the minimum amounts of \$250,000 per person, \$500,000 per occurrence and \$50,000 property damage against claims arising out of or in connection with the concessions/exhibits/rentals that are the subject of the Agreement. All must also have Worker's Compensation insurance in an amount required by law. Details will be in your contract under Insurance/Liability.

Trash Pickup:

A \$50 trash fee is due from all concessionaires/Exhibitors. The trash company will collect directly. The Fairgrounds does not collect this fee.

Camping:

Camping will be at numbered sites this year. Camping is \$25 per night. Camping is on a first-come-first serve basis. Spaces cannot be reserved in advance. Patrolling will be on a daily basis to insure compliance on fees and spaces.

Public Health:

Food prep areas must be enclosed by screens, air screens, glass or other material approved by the

Illinois Public Health. Food vendors MUST attend one health safety class. Classes are held Wednesday and Thursday before the first day of the fair at 10:00 AM and 2:00 PM. Call the Perry County Health Department for additional questions.

Golf Permits:

Golf cart permits allowing them on the fairgrounds cost \$200. Golf carts may not be driven around the Fair area from open until close except by staff displaying the ALL ACCESS permit.

Clean Up:

Keep your area clean at all times. Waste water may not be drained onto the ground. Grease must be disposed of in grease barrels. A map of grease barrels will be provided upon arrival.



DU QUOIN STATE FAIR
August 26 – September 5, 2016
Application for Vendors / Exhibitors
(Please print legibly or type)
(Incomplete/ Illegible Applications will not be considered)

Business Information

Business Name: _____ Application Date: _____
Contact Person (Mr. / Ms.) _____
Address: _____
City: _____ State _____ Zip Code? _____
Social Security or FEIN Number _____
Work/Office Phone (_____) _____ Home Phone (_____) _____
Cellular Phone (required) (_____) _____ Fax (_____) _____
Email Address (required) _____ Are you a member of NICA? Yes _____ No _____

Product Listing

Vendors: Direct Sales (over the counter) _____ Indirect sales (taking orders/leads) _____
Exhibitors: Not selling / Display only _____

Name each specific item to be sold (include brand names), exhibited or promoted (use separate sheet if additional space is needed)

ALL PRODUCTS MUST BE APPROVED AND ONLY ITEMS LISTED ABOVE WILL BE CONSIDERED FOR INCLUSION IN A CONTRACT.
ONLY ITEMS LISTED IN CONTRACT WILL BE ALLOWED TO BE SOLD / EXHIBITED – THIS IS CHECKED BY THE STATE AUDITORS

Space Request (Must include all awnings, tie-ons, overhangs, trailer hitch, and service/ prep area)

Minimum Request: Frontage: _____ x Depth: _____ Street Used: _____
Maximum Request: Frontage: _____ x Depth: _____
Zone A \$95 per ft _____ Zone B \$85 per ft _____ Zone C \$75 per ft _____ Total _____

Please indicate the size of each that will be used within your location:

Concession Trailer: _____ Tent: _____ Stand: _____ Prep Area: _____

NEW APPLICANT / NEW TRAILER: A color photo or detailed drawing of vendor / exhibit display, stand or trailer MUST be submitted with application. If photo or drawing is NOT included, the application will NOT be considered.

References

Please give three references of shows and fairs played within the last three years

Event: _____ Contact Name: _____ Telephone: _____

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Event: _____ Contact Name: _____ Telephone: _____

Insurance

General liability insurance is required.

Agency: _____ Agent: _____ Telephone: _____

Workers Compensation (as required by law): _____

Electricity/ Water/ Gas/ Waste & Grease Barrel Requirements**Electricity required:** ☐ Yes ☐ No

If yes, please indicate appropriate Amp & Volt required:

Single Phase: ☐ 110 Volt ☐ 220 Volt
☐ 30 Amp ☐ 60 Amp ☐ 100 Amp30 Amp - \$150.00
60 Amp - \$300.00
100 Amp - \$450.00**PLEASE NOTE: All vendors/exhibitors are required to supply all of their own electrical material (power cords, power strips, etc.) to the electrical source. Wire needs to be Rubber Cord ONLY – NO ROMEX ALLOWED.****Water required:** ☐**L.P. Gas required:** ☐Garbage pickup is NOT an Option.**Waste Water Barrel required:** ☐**Grease Barrel required:** ☐

Total _____

Contests/ MicrophonesDo you plan to hold a contest, registration, award a prize or have a give-away? ☐ Yes ☐ No

If Yes, explain: _____

Do you plan to present a demonstration? ☐ Yes ☐ No Do you plan to use a microphone / pitch? ☐ Yes ☐ No

If Yes, the sound must be kept low enough so it does not interfere with surrounding booths.

Camping/ Parking Permits/ Supply Trailers

Camping is \$25.00 per night. Will you be camping? ____ Yes ____ No If yes, how many Days? ____

Parking permits are not included in space fee. Daily \$7.00 ____ # of Days Seasonal (all 11 days) \$30.00 ____
Total _____**SUPPLY TRUCK:** \$120.00 permit110 Volt, Single Phase Service ____ ☐ 30 amp ____ ☐ 60 amp ____ ☐ 100 amp220 Volt, Single Phase Service ____ ☐ 30 amp ____ ☐ 60 amp ____ ☐ 100 amp

Total _____

CAMPING TRAILER: \$25.00 per night-must be paid in full110 Volt, Single Phase Service ____ ☐ 30 amp ____ ☐ 60 amp ____ ☐ 100 amp220 Volt, Single Phase Service ____ ☐ 30 amp ____ ☐ 60 amp ____ ☐ 100 amp

Total _____

The Du Quoin State Fair strives to maintain a product balance throughout the grounds and encourages new concessionaires to bring in products and/or services. The previous year's concessionaires, who leave in good standing, are invited to return. The concessionaire return rate tends to vary each year, but is generally very high. All new applicants should keep in mind our limitations.

NOTE: Du Quoin State Fair reserves the right to accept or reject any applicant based on the uniqueness and/or quality of product or services, space availability, attractiveness of space or booth and references from other fairs or shows.Please **DO NOT** send a deposit with your application. This is only an application; it does not guarantee a space will be offered.**Mail Application To:**

Du Quoin State Fair, Space Rental Office, 655 Executive Drive, Du Quoin, IL 62832 618/542-1511

Signature of Applicant: _____

IL406-0419(8-85) IMPORTANT NOTICE: This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Illinois Revised Statutes., Chapter 127, Paragraph 1701 through 1713 and Chapter 8, 31T1 through 37T4. Failure to provide this information shall prevent this form from being processed. The form has been approved by the State Forms Management Center.

For Office Use Only: Date Received: _____ Exhibitor: _____ Vendor: _____
Total _____